Invitation to tender for Installation of electric charging Pedestals

Contents

Part A – Employers Information 3

1. Introduction 3

1.1 Timeframe 3

1.2 Project Manager Contact details 3

2. Insurance requirements 3

3. Form of Contract and Conditions 4

4. Specification 4

4.1 Site Preparations 4

4.2 Programme and changeover arrangements 4

4.3 Plinths, mounting brackets and fixing requirements 4

4.4 Installing, testing, certification and commissioning 5

4.5 Site reinstatement 5

4.6 Return of existing Pedestals 6

4.7 Martham Bank new installation 6

5. Constraints 6

6. Site Information 7

7. Contract management 7

8. Tender submission 7

9. Tender timetable 8

10. Evaluation of Tenders 8

10.1 Pre-qualification requirements. 8

10.2 Tender assessment and scoring 9

11. General requirements 10

12. Procurement process and tender procedures 11
12.1 Tenderers' responsibilities 11
12.2 Pricing 11
12.3 Rates for ad-hoc work 11
12.4 Basis of the Tender 11
12.5 Arithmetic accuracy of the Tender 12
12.6 The Tender 12
12.7 Freedom of Information Act 13
12.8 Environmental Information Regulations 14
12.9 Counter Fraud, Corruption and Bribery Strategy 14
Part B Contractors Tender Information 16
4. Inclusion in the Tender response 16
Tender form 1 17
Tender form 2 20
4.1. Referees 20
Tender form 3 21
4.2. Insurance Certification Form 21
Tender form 4 22
4.3. Previous experience and qualifications 22
Tender form 5 23
4.4. Timeline and Contingency Plans 23
Tender form 6 24
4.5. Certificate as to Canvassing 24
Tender form 7 25
4.6. Certificate as to collusive quotation 25
Tender form 8 26

Part A – Employers Information

1. Introduction

The Norfolk and Suffolk Broads are Britain's largest protected wetland and third largest inland waterway, with the status of a national park. It's also home to some of the rarest plants and animals in the UK. The Broads Authority was set up in 1989, with responsibility for conservation, planning, recreation and waterways.

For more information on the Authority and its operations please visit

www.broads-authority.gov.uk

The Broads Authority is committed to procuring cost effective and quality goods and services, which will in turn support the achievement of the Authority's overall strategic and operational aims and objectives.

Broads Authority ('the Authority') is seeking a suitably qualified and experienced contractor to replace and install electric charging Pedestals.

1.1 Timeframe

The contract will commence on **4 December 2026** and is expected to complete by **26 February 2027.**

1.2 Project Manager Contact details

Any questions regarding these documents and the specific requirements of the Authority must be made in writing by emailing queries to:

Adrian Stevens, Maintenance Manager,

Adrian.Stevens@broads-authority.gov.uk

07884 490811

2. Insurance requirements

The Authority expects the successful tenderer to hold adequate insurance. For this contract it is expected that this will include:

Insurance Type	Minimum level of indemnity
Public Liability	£5,000,000
Employee Liability	£5,000,000

Where a tenderer does not currently hold the requested level of insurance the cost of this can be added to your tender. If the contract is awarded on this basis confirmation will be required that it has been put in place for the duration of the contact.

3. Form of Contract and Conditions

3.1 The form of agreement is a services contract. A draft copy of the Broads Authority's standard contract is included in the information on Authority's tender webpage.

3.2 The Contractor shall assess predicted tides and MET Office forecast weather conditions. The Contractor should programme the works to avoid foreseeable unworkable conditions. Delays due to foreseeable conditions will not be subject to a compensation event.

3.3 All communications and instructions between the Contractor and the Employer are to be made through the Project Manager, or persons named by the Project Manager.

3.4 The Contractor is to undertake the works in accordance with Method Statements and Risk Assessments approved by the Employer

4. Specification

The works comprise the replacement of existing 52 Rolec electric charging pedestals (decommissioning and removal) with new Meter MACS Pedestals see APPENDEX B PHOTO OF PEDESTAL across 21 locations, together with associated installation of concrete plinths, mounting brackets, electrical testing, commissioning, and ground reinstatement works.

4.1 Site Preparations

All sites are accessible to the public from land and water. Suitable fencing and signage will be required to ensure the public are excluded from the live work locations.

4.2 Programme and changeover arrangements

The work programme must support a smooth transition from the existing Pedestals to the new Pedestals, keeping disruption and loss of service provision at individual sites to an absolute minimum.

The Broads Authority will use its website and social media channels to publicise the submitted contractor’s timeline to confirm the planned service outage dates at each site and when locations are reinstated and live using the new Meter MACS system.

The contractor must give the Broads Authority notice of any delay in installing the Pedestals. This notice will allow the Authority to inform the public change in the publicised timeline.

4.3 Plinths, mounting brackets and fixing requirements

To improve resilience to tidal flood water and reduce the risk of damage from general maintenance or users, all Pedestals must be raised above ground level on concrete plinths to the levels above ground level specified in APPENDIX A SITE SPECIFICATION.

Sites vary and which include concrete paths, grass, tarmac and floating pontoons.

The contractor must refer to *APPENDIX A SITE SPECIFICATION*. which identifies the following for each installation:

- Location of sites;
- path surface;
- concrete plinth design;
- required plinth height above ground level and;
- Orientation and location of the bollard on site.

Existing Pedestals and concrete Plinth must be removed

A new mounting bracket for each bollard must be set within the concrete plinth

Drawings will be supplied for the concrete plinths and mounting support brackets.

Refer to drawings:

APPENDIX C GROUND PLATE &PEDESTAL

APPENDIX D CONCRETE PLINTH ONE

APPENDIX E CONCRETE PLINTH TWO

APPENDIX F POST COVERS FOR PEDESTALS – PLINTH ONE

APPENDIX G POST COVERS FOR PEDESTALS – PLINTH TWO

A former must be produced by the contractor to ensure all plinths are to a uniform standard and must follow the drawing listed below.

The concrete must be consolidated and de-aerated to remove air pockets, producing a dense, strong and durable plinth. The finished surface must be smooth and clean, with no visible holes on the outside face.

4.4 Installing, testing, certification and commissioning

Each bollard must be installed and tested in accordance with BS 7671 Requirements for Electrical Installations, including Section 709. A test certificate must be provided for each completed installation

Each bollard must be commissioned and onboarded to the Meter Macs portal. Meter Macs will provide training/instruction to the successful contractor.

4.5 Site reinstatement

The surface around each new base must be reinstated to match the original finish, as described in APPENDIX A SITE SPECIFICATION

If the contractor is unsure about the required material or how to source it, they must contact the Project Manager before proceeding

On completion of each installation, the contractor must leave the area around the new bollard base clean and tidy. All surplus materials, stones, excavated material and concrete residue must be removed from the surrounding surface.

4.6 Return of existing Pedestals

Each returned pedestal must be complete, with all remaining hardware intact and enclosed within the pedestal.

Return of existing Pedestals to:

The Dockyard

Griffin Lane

Norwich

Norfolk

NR7 0SL

4.7 Martham Bank new installation

Martham Bank at Potter Heigham is a new installation. Ducting has already been laid from the kiosk to the two proposed bollard installation locations.

Kiosk electrical works. Within the kiosk, the contractor must provide and connect a three-phase metal distribution board, complete with MCB and RCD protection.

The contractor must also install an IP66 13A two-gang weatherproof outdoor switched socket within the kiosk for maintenance use. The socket must be impact resistant and suitable for outdoor conditions.

Lighting and switching. The contractor must install an LED bulkhead light fitting with a clear lens. This must be connected to an IP66 one-gang, two-way weatherproof and dust-tight switch with an LED indicator. The lighting switch must be manufactured from robust, impact-resistant polycarbonate.

Cabling and bollard connections. The contractor must supply and install steel wire armoured cables from the kiosk to the two pedestal locations and construct to concrete plinths as described in APPENDIX A SITE SPECIFICATION

The contractor must connect the new charging pedestals to the concrete plinths and to the supply.

5. Constraints

Health & Safety, Ground Conditions. High tides – checking tide times and heights is needed to plan work at vulnerable sites.

6. Site Information

This Tender invite does not require an accompanied site visit, as all locations are publicly accessible via footpaths or roads. Details of the locations can be found in APPENDIX A SITE SPECIFICATION

7. Contract management

In order to ensure that the contract operates in a successful and efficient way, as well as delivering all outcomes described in this specification to the correct standards, the contractor will be required to communicate on a regular basis with the Authority to monitor performance, reporting and consistency of the data.

Ref	Requirement description
1.0	Provide final detailed timeline of planned works and dates for each site completion
2.0	Update the Project Manager of any actual or foreseeable variation from the dates in the final work programme
3.0	To communicate with project manager once each site has been completed so it can be checked and signed off.

8. Tender submission

All tenders must be returned to the Broads Authority as per the instructions below and arrive not later than Midday on the Friday 20 November 2026

Tenderers should note that the questions and responses raised during the clarification period will be anonymised and shared with other Tenderers on the Authority's website.

Contact by any person acting in the name of the prospective contractor with any employee of the Authority other than those mentioned in this ITT will be grounds for the Authority to terminate the tender process for that supplier.

Tenders must be returned to: tenders@broads-authority.gov.uk

Email subject must read "Installation of electric charging Pedestals"

Do not copy in the person named in section **0** as this will invalidate your tender.

Please note that this mailbox is not monitored and will only be reviewed after the closing date. Suppliers will receive an automatic notification to confirm receipt.

No extensions to the closing date for Tenders can be granted. However, the Authority may at its discretion extend the closing date and time specified.

The Authority will not accept any responsibility if any tender is unable to be submitted by the deadline unless it can be evidenced that there is a problem with the Authority's IT system.

Qualified tenders or tenders bearing any unauthorised alteration or addition to the form of tender or any other tender documents may be rejected by the Authority.

9. Tender timetable

The following dates are applicable to this tender:

Activity	**Estimated Dates**
Publication of Invitation to Tender	Thu 29 October 2026
Demonstration of the product/system by appointment on	From 0900 - midday on Thu 5 November 2026 at: The Broads Authority The Dockyard, Griffin Lane, Norwich, Norfolk, NR7 0SL
Clarification period starts	6 November 2026
Clarification period closes	9 November 2026
Deadline for the Authority to publicise responses to Tender Clarification questions	13 November 2026
Deadline for submission of Tender	**Midday 20 November 2026**
Notification of successful/unsuccessful tenders	23 November 2026
Start of standstill period	23 November 2026
Contract Commencement	4 December 2026

This timetable is indicative only. The Authority may amend at its discretion.

10. Evaluation of Tenders

10.1 Pre-qualification requirements.

In the common one-stage open tender process, qualifications are submitted alongside the proposal, so any company or consortium of companies may submit a proposal. However, proposals will only be further evaluated after checking that the respective bidder has met the qualification criteria (that is, this is a pass/fail exercise).

The objective of a qualification process is to set a minimum bar of capability for the bidder company or group of companies entering the tender contract. Setting qualification criteria reduces the risk of project failure caused by a lack of credentials, experience and capacity. Tenderers are required to include within the tender return forms the pre-qualification documentation as highlighted below:

- One Bank Reference and at least two Trade References (Tender Form 2)
- Details of Insurance cover (Tender Form 3)
- Timeline and Contingency Plans (Tender Form 5)

Assessment Scores

Assessment	Description	Score
Pre-Qualification (Tender Forms 2,3 & 5)		
Satisfactory response to a mandatory pass/fail question	Tender response will be included in the evaluation process	Pass
Failure to reply to a mandatory pass/fail question or response does not meet minimum requirements	Tender response will not be evaluated further and will be excluded from the tender	Fail

10.2 Tender assessment and scoring

Evaluation of the returned tenders will be based on the following award criteria. For each criterion, a score from the table below will be awarded against the weightings as shown in the table in section 10.2

Tenders will be evaluated using a method known as MAT (most advantageous tender). A panel of the Authority' Officers will undertake the evaluation process. The Authority will consider both quality and price in the evaluation of tenders. These reflect the relative importance and arescored as follows:

Criteria	**Maximum Score Available**
Price (excluding VAT) - Tender form 1	50
Technical expertise electrical works - Tender Form 4 – part 1	20
Technical expertise Ground works construction - Tender Form 4 – part 2	10
Robustness and overall likelihood of the delivery to the completion timescale as set out in Tender form 5	20
Total	**100**

The full evaluation methodology breakdown and the factors to be considered in judging the award criteria are set out below.

Price - The calculation that will be used is as follows:

Score = Lowest Tender Price/Tender Price x 50 (maximum mark available)

Technical specification – Where there is an exact match the maximum score will be awarded. Where the match is 80% the score will be 16, 60% the score will be 12, 40% the score will be 8.

Trade references – Where both trade references are received the maximum score will be awarded. Where only one is received, the score will reduce to 5.

Timescale for completion of work – Where this is within the Authority's deadline the maximum score will be awarded. For each week past this date the score will be reduced by 3.

Maintenance costs – This will be calculated on the same basis as price, lowest maintenance price/maintenance price x 10.

The Potential Provider that achieves the highest total score will be awarded the Contract.

If two or more Potential Providers obtain the highest total score, the Potential Provider with the highest score for the Price element will be deemed the winner and awarded the Contract.

If the Authority receives only one Tender, the Potential Provider will be awarded the Contract provided that they meet the Minimum Total Score of 70.

No tender will be considered unless the potential supplier has submitted a full proposal including the completed forms in Part B within this tender document.

The Authority will advise each Tenderer whether its tender has been successful or not. Once the standstill period has passed the successful tender will be recorded on Contracts Finder.

11. General requirements

This document is split into two sections Part A, the Broads Authority (Employer) information on the tender and Part B, the information required from prospective Tenderers. **Tenderers must comply with these instructions**. They are designed to ensure that all tenders are treated equally and fairly and to comply with all legal requirements for public sector procurement. Failure to comply with these instructions and conditions may invalidate your tender.

The Tender documents are and shall be the property of the Authority and will not be copied or reproduced in whole or in part, save as is necessary to enable you to complete the Tender and must be returned to the Authority when requested to do so.

12. Procurement process and tender procedures

12.1 Tenderers' responsibilities

All tenderers are required to read these instructions before submitting a tender as referred to below. The Authority will assume that Tenderers are fully aware of the contents of these instructions and that unless queries are raised by Tenderers they are fully satisfied and have no queries upon them. The Authority will not entertain any claims for compensation arising from the neglect or failure of any Tenderer to comply.

Information supplied to Tenderers by the Authority is supplied for general guidance only. Tenderers must satisfy themselves by their own investigations about the accuracy of such information and no responsibility is accepted by the Authority for any inaccurate information obtained or for any loss or damage of whatever kind and howsoever caused arising from the use of such information.

It is the responsibility of Tenderers to obtain for themselves at their own expense all information necessary for the preparation of their tender. All works of investigation and preparation of tenders shall be carried out at the Tenderers' cost.

The Invitation to Tender and any other information issued by the Authority relating to the services shall be treated by you as confidential and shall not be disclosed in whole or in part to any third party without the prior consent of the Authority other than for obtaining sureties, guarantees or quotations.

12.2 Pricing

Tenderers shall provide fixed price annual rates in relation to the contract. Prices are to include installation, transport, plant, equipment, materials and consumable supplies necessary for the full and proper completion of the contract obligations as described, prices will also detail commissioning costs for Pedestal activation and additional or technical support. All overheads and profit charged to this contract to be included in these prices. Prices are to be exclusive of VAT.

12.3 Rates for ad-hoc work

These rates are those that will be charged for works over and above the specified standard servicing or ad-hoc work, only requested by the Authority.

The Tenderer is to complete this section of the pricing schedule to give an inclusive rate per hour.

Travelling costs are deemed as included within the tendered rates and shall not be chargeable at any time. Only time spent on site shall be chargeable. Mileage rates are deemed as included within the tendered rates and shall not be chargeable at any time.

12.4 Basis of the Tender

All prices quoted in the tender and any supporting documents must be in pounds sterling and must be exclusive of VAT and must include the cost of delivery, packaging, and any

additional related costs to the place(s) specified by the Authority. If requested the Authority will return packaging at the Tenderer's expense.
Tenderers are required to keep tenders and prices valid for acceptance for a period of 60 days from the closing date for receipt of tenders. A Tender with a shorter validity period may be rejected.
The Tenderer shall bear all costs expenses and liabilities incurred in connection with the preparation and submission of the Tender.

12.5 Arithmetic accuracy of the Tender

If the Authority suspects that there has been an error in the pricing of the Tender it reserves the right to seek such clarification as it considers necessary from the Tenderer only.

It is the responsibility of the supplier to check that all unit rates and other information entered in the cost templates are accurate. If any errors in the unit rates or in the totals are detected the tenderer will be afforded the opportunity to either:

- to confirm in writing and accept the error if it is in the Authority's favour; or
- to correct the error(s) and to revise the tender downwards. Any revisions must be confirmed in writing; or
- to withdraw the tender. This must be confirmed in writing.

Any item for which no unit rate is entered in the appropriate column will be treated as if it is free of charge.

12.6 The Tender

The Tender shall be submitted in accordance with these Instructions to Tenderers. The Authority may reject any tender not complying in any particular matter and its decision in that regard shall be final.

All relevant tender forms for completion can be found in Part B on pages 17 to 26, shall be signed and submitted with all other documents comprising the Tenderers Tender.

The Authority reserves the right to amend any information or the Specification contained within the invitation to tender at any point prior to the award of contract. Such amendments will be notified to the contractor within a period of 5 days.

The Authority reserves the right not to award a contract subsequent to this tender and may accept or reject the whole or any part of a tender. The Authority does not bind itself to accept any tender and will not accept responsibility for any expense or loss which may be incurred by any potential supplier in the preparation of the tender.

The Authority reserves the right to make all or any bids received available for inspection by the Office of Fair Trading or any other regulatory body.

Any Tenderer who:

- fixes or adjusts the amount of its Tender by or in accordance with any agreement or arrangement with any other party; or
- communicates to any party other than the Authority or, as applicable, relevant other commercial body, the amount or approximate amount of its proposed Tender or information which would enable the amount or approximate amount to be calculated (except where such disclosure is made in confidence in order to obtain quotations necessary for the preparation of the Tender or insurance or any necessary security); or
- enters into any agreement or arrangement with any other party that such other party shall refrain from submitting a Tender; or
- enters into any agreement or arrangement with any other party as to the amount of any Tender submitted; or
- offers or agrees to pay or does pay or give any sum or sums of money, inducement or valuable consideration directly or indirectly to any party for doing or having done or causing or having caused to be done in relation to any other Tender or proposed Tender, any act or omission,
- may (without prejudice to any other civil remedies available to the Authority and without prejudice to any criminal liability which such conduct by a Tenderer may attract) be disqualified from this procurement exercise.

12.7 Freedom of Information Act

The Authority is bound by the provisions of the Freedom of Information Act ("FOI") 2000. All information submitted to the Authority may therefore need to be disclosed and / or published by the Authority in compliance with the Act. Any other law, or, as a consequence of judicial order, or order by any court, tribunal or body with the authority to order disclosure (including the Information Commissioner).

If you consider that any of the information included in your Tender should not be disclosed by the Authority please identify it and explain (in broad terms) why. Please also indicate how long you think the information should be covered by a non-disclosure provision.

In terms of FOI information may be exempt from disclosure if it is:

- A trade secret
- Information which is likely to prejudice someone's commercial interests if disclosed (this could be your interests or the Authority's)
- Personal data where disclosure cannot be justified in terms of the Data Protection Act 1998
- Subject to an enforceable obligation of confidentiality. (This means that the information should be recognisable as confidential in nature and must not be in

the public domain already; it must have been received in circumstances which impose an obligation to maintain confidentiality on the person receiving it; and any unauthorised disclosure would cause you harm.)

You should therefore seek to ensure that those parts of the Tender which you would prefer not to be disclosed fall within these broad categories. The Authority is more likely to resist disclosure and be able to justify non-disclosure of information in response to an FOI request if the suggested non-disclosure items are restricted to these categories. Please note that the Authority reserve the right to disclose if it is satisfied (acting reasonably) that it is in the public interest for the information to be disclosed.

It should be remembered that, even where you have indicated that certain information ought not to be disclosed, the Authority reserve the right to disagree. Even when the Authority agree that the information has been correctly identified, it may nonetheless be required to disclose it or elect to do so in the public interest. Receipt by the Authority of any material marked 'confidential' or equivalent should not be taken to mean that the Authority accept any duty of confidence.

In all cases, the Authority may publish (either proactively or in response to a request) the following information:

- The identity of all tenderers
- Overall value of the Contract awarded (or a general indication of the rates applicable under the Contract)
- The value of all tenders received (not necessarily correlated to the identity of the tenderers)
- General performance standards to be achieved under the Contract
- Performance and progress monitoring arrangements; and early completion incentives and penalties for failure to meet targets.

Tenderers should not mark anything as confidential which falls into the above categories.

12.8 Environmental Information Regulations

The Authority is also covered by the Environmental Information Regulations (EIR) 2004 which requires public authorities to make environmental information available, as well as members of the public being entitled to request such information. Similar to the FOI regulations environmental information relating to the tender may need to be disclosed. Further information can be found EIR's can be found on the information the Information Commissioner's Office (ICO) website What are the Environmental Information Regulations? | ICO.

12.9 Counter Fraud, Corruption and Bribery Strategy

The Authority expects the highest standards of conduct from all organisations that have dealings with it. Any partners, suppliers, contractors and other third parties funded by

or in receipt of payments from the Authority are required to adopt or abide by the Authority's policies, procedures, protocols and codes of practice, where appropriate, in order to prevent and detect fraud, corruption, money laundering and bribery.

Part B Contractors Tender Information

4. Inclusion in the Tender response

The following documentation must be returned to the Authority (using the Tender envelope label if appropriate) as part of your Tender:

1. Tendered price for the provision of Installation of electric charging Pedestals
2. Details as to referees
3. Insurance Certification Form
4. Quality Control systems
5. Timeline and Contingency plans
6. Signed and completed Certificate as to canvassing
7. Signed and completed Certificate as to collusive tendering
8. Completed details as to social value

Tender form 1

Name of Tenderer:

Tendered price for the provision of Installation of electric charging Pedestals

To: Chief Executive, The Broads Authority, Yare House, 62-64 Thorpe Road, Norwich, NR1 1RY.

Having examined the Invitation to Tender and its accompanying documents and being fully satisfied as to my/our abilities and experience in all aspects to satisfy the requirements of the specification and the draft Contract,

I/we of hereby offer, to provide Installation of electric charging Pedestals in accordance with Tender Forms Tender form 1 to Tender form 8 attached. I/we offer to undertake and complete the work in the time period stated for the sum of £ (excluding VAT)

Priority	Location	No. Bollards at each site	Start date	Finish date	Price/ Rate	Total £ (excluding VAT)
1.	Norwich Yacht Station	6				
2.	Great Yarmouth Yacht Station	6				
3.	Burgh Castle	2				
4.	Sutton Staithe	2				
5.	Reedham Quay	2				
6.	Acle Bridge	3				
7.	Stokesby	1				
8.	Coltishall Common	1				
9.	Dilham Staithe	2				
10.	Loddon Staithe	3				
11.	Ranworth Staithe	5				
12.	Somerleyton Staithe	2				
13.	St Olaves	1				
14.	Bramerton	3				
15.	Horning Parish Staithe	2				
16.	Hoveton St John	2				

Priority	Location	No. Bollards at each site	Start date	Finish date	Price/ Rate	Total £ (excluding VAT)
17.	Irstead Staithe	1				
18.	Neatishead Staithe	2				
19.	Potter Heigham Repps Bank	2				
20.	Potter Heigham Martham Bank	2 (New install)				
	The cost and the supply of materials as described in 4.7					
	The cost of labour for installation as described in 4.7					
21.	Hardley Mill Pontoon	2				
Total Excluding VAT						

I/We agree that this tender shall remain open to be accepted or not by you and shall not be withdrawn for a period of 6 months from the date for return of this tender.

I/we understand that you are not bound to accept the lowest or any tender you may receive.

Unless and until the formal written Agreement referred to above is prepared and signed, the Tender together with your written acceptance thereof will form a binding Agreement between us.

Signed (1) Status:

Signed (2) Status:

For and on behalf of:

Date**:**

Company registration number or equivalent:

Public Procurement Organisation Number (PPON):

VAT registration number:

Type of organisation: (delete as appropriate) Small and medium enterprise (SME) or Voluntary, community, social enterprise (VCSE)

Tender form 2

Name of Tenderer:

4.1. **Referees**

To the Broads Authority

You may seek references from my/our following trade/bank referees:

Bank Reference – Provide the contact details of your business bank, which may be asked to confirm your organisation's financial standing and account conduct.

Trade reference – Provide the contact details of a supplier with whom your organisation regularly trades on credit, who may be asked to confirm your trading relationship, payment history and conduct of the account.

1. Bank

2. Trade

3. Trade

Tender form 3

Name of Tenderer:

4.2. Insurance Certification Form

Third Party Insurance covers to sum of not less than £5 million

Dear Sir

I/We certify and declare that I/we have already have in place with our Insurance Company policies in place for public and employers liability in the sum of £5m. I/We attach confirmation from our Insurance Provider/s.

Or

I/We certify and declare that I/we have obtained quotations in order for us to obtain the necessary level of insurance for public/employers liability. The additional cost for this is .

The following is the name and address of the Insurance Company (not broker) with whom the Insurances have been affected:

Public Liability

Provider Name:

Address:

Employers Liability

Provider Name:

Address:

Please note: You must include evidence (i.e. provide copies) showing that you either have the required insurance or can obtain it. If you do not provide this evidence, your tender will be rejected.

Tender form 4

Name of Tenderer:

4.3. **Previous experience and qualifications**

1. Please provide information on previous experience in working with electric charging posts. Supply information on relevant case studies to demonstrate this

2. Please provide information on previous experience in groundworks and concrete form works. Supply information on relevant case studies to demonstrate this

Tender form 5

Name of Tenderer:

4.4. Timeline and Contingency Plans

If additional attachments are used, please reference their filename below

1. Briefly explain how you will deliver the project. Include how you will install the Pedestals and manage health and safety.

2. Please provide a detailed timeline for delivery of the Services, following the site order as given in the price list (see Tender Form 1)

3. Please provide information about the personnel involved in delivery of the Services and the role/s they will undertake.

4. Please confirm contractual arrangements (sub-contract, employed, consortium etc) for all personnel involved, including confirmation of the primary contractor's name.

5. Please detail any contingency plans you have for delivering the services to meet the timescale requirements of the Contract.

Tender form 6

Name of Tenderer:

4.5. **Certificate as to Canvassing**

(Invitation to Tender refers)

I/We certify that I/we have not canvassed or solicited any member, officer or employee of the Authority in connection with the award of the tender or any other tender or proposed tender for the service and that no person employed by me/us or acting on my/our behalf has done any such act.

I/We further hereby undertake that I/we will not in future canvass or solicit any member, officer or employee of the Authority in connection with the award of this tender or any other tender or proposed tender for the services and that no person employed by me/us or acting on my/our behalf will do any such act.

Signed (1) Status:

Signed (2) Status:

For and on behalf of:

Date:

Tender form 7

4.6. **Certificate as to collusive quotation**

(Invitation to Tender refers)

To:

The Broads Authority
(hereinafter called “the Authority”)

The essence of selective tendering is that the Authority will receive bona fide competitive tenders from all persons tendering. In recognition of this principle,

I/we certify that this is a bona fide Tender, intended to be competitive and that I/we have not fixed or adjusted the amount of the Tender or the rates and prices tendered by or under or in accordance with the following acts:

a) communicate to a person other than the Authority the amount or approximate amount of my/our proposed Tender (other than in confidence in order to obtain tenders necessary for the preparation of the Tender for insurance); or

b) enter into any agreement or arrangement with any other person that they shall refrain from tendering or as to the amount of any tender to be submitted; or

c) offer or agree to pay or give any sum of money, inducement or valuable consideration directly or indirectly to any person for doing or having done or causing or having caused to be done in relation to any other tender for the service any act or omission.

Signed (1) Status:

Signed (2) Status:

For and on behalf of:

Date:

Tender form 8

Details as to social value

Name of tenderer:

Please confirm how you achieve good ethical standards and ensure that your staff benefit from the impact of equalities legislation.